



STAFF REVIEWER CONFLICT OF INTEREST AND PRIVACY STATEMENT FY14 RSVP GRANT COMPETITION

Instructions:

1. Read the information below to understand your responsibilities for review participation regarding confidentiality and potential conflict of interest.
2. **Print, sign, and date the last page.**
3. Return the signed last page by September 25, 2013. You might either:
 - a. Fax the signed last page to (202) 606-3475, ATTN: OGPO or
 - b. E-mail a scanned copy to Jeritta Prentice (jprentice@cns.gov)
4. Check your assigned applications for possible perceived or actual conflict of interest.
5. If you note a source that may be a conflict – perceived or actual – you must immediately notify Adam Stinelli, astinelli@cns.gov, OGPO Review Coordinator, and consult with the Alternate Designated Agency Ethics Official (DAEO).

Your designation as a Staff Reviewer requires that you be fully aware of policies regarding conflict of interest and the privileged nature of the applications. Federal employees must comply with standards for conflicts of interest in grant reviews. 5 C.F.R. Part 2635, “Standards of Ethical Conduct for Employees of the Executive Branch” used to evaluate the conflicts of interest that apply to employees. These regulations are available [here](#).

Each employee is expected to respect and adhere to the principles of ethical conduct and the implementing standards contained in this regulation. In addition to the standards of ethical conduct set forth in this regulation, there are conflict of interest statutes that prohibit certain conduct. Criminal conflict of interest statutes of general applicability to all employees, 18 U.S.C. 201, 203, 205, 208, and 209, must be taken into consideration in determining whether conduct is proper. Staff Reviewers must take the “2013 LMS Training on Conflict of Interests for CNCS Staff Reviewers” at least once before they participate in a grant review; if you have taken it for another review, you do not need to take it again. (<https://gm2.geolearning.com/geonext/cns/coursesummary.CourseCatalog.geo?id=120524>). For all Federal Staff Reviewers, the training is available on the Reviewer Resource Webpage (<http://www.nationalservice.gov/reviewer/resourcepage>).

Each employee acknowledges their understanding of their responsibilities for review participation regarding confidentiality and conflict of interest associated with serving as a Staff Reviewer for a grant competition by signing a Conflict of Interest Statement at the beginning of each review. If a perceived or actual conflict is identified, the staff must inform the OGPO Review Coordinator, Adam Stinelli. CNCS External Reviewers must consult the Office of Grants Policy and Operations; CNCS Staff Reviewers must consult the Ethics Division in the Office of General Counsel.

Confidentiality of Applications

- Your designation as a Staff Reviewer gives you access to information that is not generally available to the public. This gives special professional and ethical responsibilities. You may use the information we give you about applicants only during the evaluation process and in discussions with fellow reviewers and other CNCS personnel.
- You may not use information from the review process for any unauthorized purpose, including for your personal benefit or make it available for the benefit of any other individual or organization.

Confidentiality of Reviewers

- CNCS keeps the identity of Staff Reviewers confidential.
- Applicants may request review information from CNCS. If we do give this information to the applicant, we will delete the Reviewer's name and protect them to the extent provided by law.
- As a Staff Reviewer, you may not discuss the names of other Reviewers with applicants or with other non-CNCS individuals.

Conflict of Interest

- Conflict of Interest means you have a conflict between your private interest and official responsibilities. Examples of potentially biasing affiliations or relationships are listed below.
- Before you review any grant applications, you must tell CNCS about any possible conflicts of interest or even the appearance of a conflict of interest.
- If you become aware of a possible conflict of interest during the application review process, you must immediately tell a CNCS representative.
- In either case, CNCS will determine how to handle any appearance of, or actual, conflict of interest and will tell you what further steps you must take.

All review participants should consider these possible conflicts before the review process and sign the Confidentiality and Conflict of Interest form.

A conflict of interest or the appearance of a conflict may occur if you are directly or indirectly affiliated with an organization that has submitted a grant application for this grant competition. As a review participant, you must tell OGC and OGPO Staff of any potential conflicts.

1. What affiliations may automatically disqualify you from being a Staff review participant for this competition?
 - Your personal submission of an application to this competition. If you have submitted an application, or have been personally involved in preparing an application, or could benefit from an application's award of funding, you may not serve on a review panel.
 - If you are currently employed by or are being considered for employment, or are consulting, advising, or other similar affiliation at the institution.
 - Any formal or informal employment arrangement with the institution.
 - If you have/hold any office, governing board membership, relevant committee chairpersonship, visiting committee or similar body membership in the institution. (Ordinary membership in a professional society or association is not considered an office.)
 - Ownership of the institution's securities or other evidences of debt. (You must immediately contact the Ethics Office in the Office of General Counsel to determine whether this financial interest will disqualify you. Minor or indirect holdings are not considered conflicts.)
 - Financial interest that would be affected by the outcome of this grant competition.
 - Current employment at an organization that is a former or potential sub-recipient, or partner of an intermediary applicant applying for funding for this competition.
2. What affiliations may automatically disqualify you from being a Staff review participant for a particular application?
 - Current enrollment as a student, in the case of educational institution applicants.
 - Received and kept an honorarium or award from the institution within the last 12 months.
3. What additional factors may CNCS consider to determine if you have a conflict of interest?
 - Relationship with someone who has personal interest in the proposal or other application.

- Related by marriage or through family membership.
 - A past or present business, professional, academic, volunteer, or personal relationship, other than a relationship specifically described above.
 - Employment at the same institution within the last 12 months.
 - Collaboration on a project or on a book, article, report, or paper within the last 48 months.
- Other affiliations or relationships.
- Any affiliation or relationship of your spouse, your minor child, a relative living in your immediate household, or anyone who is legally your partner that you are aware of that would be covered by Section 1 or 2 of this Statement (except for receipt by your spouse or relative of any honorarium or award).
 - Any other relationship, such as close personal friendship, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.



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3. Or fax last page to 202-606-3475 ATTN: OGPO or email a scanned copy to Jeritta Prentice jprentice@cns.gov
4. Check your assigned applications for possible, perceived or actual conflict of interest
5. If you note a source that may be a conflict – perceived or actual – you must immediately notify Adam Stinelli, astinelli@cns.gov, OGPO Review Coordinator, and consult with the Alternate Designated Agency Ethics Official (DAEO).

I have read this form and understand that I must notify the respective Ethics Official in the Office of General Counsel and Adam Stinelli at OGPO if a potential conflict arises while serving as a Staff Reviewer,

I will not divulge any confidential information I may become aware of during the review.

I fully understand that I must sign and return this Confidentiality and Conflict of Interest form to Jeritta Prentice, jprentice@cns.gov, OGPO Review Assistant Coordinator.

Name (printed):

Signature:

Date

(mm/dd/yyyy):

Review Title:

Panel Number:

For the Review Coordinator Use

Comments